

Early Learning Coalition of Florida's Heartland, Inc.

ELCFH Administrative Committee Wednesday, June 2, 2010 at 9:00 AM Conference Call

Members Present: Sheila Nobles, Sharon Goodman
Members Absent: Candace Preston, Paula Wilman, Derek Carlton
Staff: Anne Bouhebert, Anna Brookbank, Arvilla Brito

1. **Welcome and Introductions**

Sheila Nobles called the meeting to order at 9:03 a.m. Introductions were made.

2. **ELCFH Board Officer Nominations for FY 10-11 (A. Bouhebert)**

Anne referred to the excerpt from ELCFH policy ADM-5 with reference to the process for nominating and electing board members. The response received from members was for the current slate to remain the same for the next fiscal year with one caveat. Alan Grimes, currently serving as Treasurer could not continue for another term. Anne stated there were currently three nominations for Treasurer: Alan Grimes, Kathleen Roehm and Derek Carlton.

A discussion ensued and the Committee agreed to have ELCFH staff contact the nominees for Treasurer and if necessary poll the current Finance Committee on the proposed day and time change for the meetings. ELCFH staff will send an email to the Committee with an update on the ballot for the Board meeting on June 23, 2010.

3. **ELCFH Board Membership (A. Bouhebert)**

Anne referred to the current ELCFH Board Membership roster included in the meeting packet and stated the following three year terms are ending for Sheila Nobles, Jan Gravelin, Becky Johnson, Paula Wilman and Candace Preston. The ELCFH will contact these members to request renewal for a second term. The ELCFH Board Membership will be presented for Board approval on June 23, 2010. Anne stated the SB 2014 has not been signed however it is expected to pass and it will impact board membership by lowering the requirement from 18 to 15 members.

4. **Administrative Committee meeting schedule for FY 10-11 (A. Bouhebert)**

Anne stated the current schedule for the Administrative Committee meetings is quarterly and held on the second Wednesday of the following months: August, November, February and May. A discussion ensued and it was agreed to keep the same schedule. The meeting schedule FY 10-11 will be presented for Board approval on June 23, 2010.

5. **Open Forum**

Sheila Nobles stated DCF is distributing a letter to all providers to remind them to make sure children are counted when on trips due to the high heat in cars and for the safety of the children so that no one is left in a vehicle unattended. ELCFH staff will also send out the reminder with attendance sheets as well as post on website.

Sheila Nobles adjourned the meeting at 9:20 a.m.

The next ELCFH Administrative Committee Meeting:

Date: to be announced

Time: 9:00 a.m.

This will be a conference call (1-866-628-8620 Passcode 504163)